

HBGF United Volunteer Contract Agreement

First Name:

Last Name:

Address:

Email:

Phone Number:

Drivers License #/ID and State issued:

How do you prefer to be contacted?

What is your education level?

Position applying for?

Do you have experience in the position?

Have you completed all clearances?

Are you applying for ACOB's PPP?

What is your availability? Check all that apply.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

How many hours can you work a shift?

Volunteers Duties:

- Show up to any assigned shifts.
- Call or text 2 hours before your shift starts if you need help to make your shift.
- Complete all assigned tasks before leaving for the day.
- Sign in when you first get to the site.
- Sign out when leaving the site, even for a break
- Verbally tell management you will leave the area, even for a break.
- Be respectful, kind, and honest with staff and families.
- Help out where you can
- If you are enrolled in PPP, please get an invoice signed by management
- If this is a paid position, please fill out a 1099 form
- Must be supervised at all times

Duties of the Organization:

- To provide adequate training, instruction, and information for a volunteer to effectively meet the organization's expectations.
- Formulate and provide a systematic and holistic approach that shall endeavor in the development and conduct of individuals representing the organization.

- Always be available for all volunteers, especially in support and encouragement to achieve the desired results.
- Be open to any comments, questions, concerns, and or feedback.
- Provide a safe and adequate environment to work in.

Relationship:

This volunteer agreement shall not be considered an employer-employee relationship. This volunteer agreement shall not be legally bonded. This agreement can be terminated at any time by either party with proper notice of two weeks to the other party. Adequate notice must be written and signed by both parties in this agreement.

By signing this agreement, you agree to abide by all terms written and spoken as a volunteer for Harrisburg Families United. You agree to show up and work to the best of your abilities for the time you have signed up to volunteer.

Volunteer Signature:

Date:

Harrisburg Families United:

Date:

¹ We are an equal employment opportunity. Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.